

Spec. Code: 0936
Occ. Area: 02
Work Area: 212
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 04/29/88

TELEVISION PRODUCTION COORDINATOR

Function of Job

Under supervision from a designated supervisor, to coordinate functions relating to physical facilities in a television studio, including scheduling of space, crews, and equipment.

Characteristic Duties and Responsibilities

1. coordinates work of television crews, with assignment of studio space and equipment by means of accurate day-to-day schedules
2. designs sets and lights for television programs and makes ground plans, elevations, etc.
3. supervises the selection, building, and acquisition of properties for television programs
4. supervises crews (both staff and talent) in building sets, in correct lighting, and in preparing for programs during rehearsals and production
5. maintains inventory of equipment and supplies
6. recommends purchases for stock replacements and new equipment
7. performs technical work in building, lighting, and preparation of physical facilities for television programs
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in theater, television, art, and/or a related field
2. two years of experience in theater, film, or television technical production, including experience with sets, lights, and props

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of television scenery, lighting, and props, including familiarity with equipment and materials pertaining thereto
2. moderate skill in the use of hand tools in constructing and preparing equipment
3. moderate skill in drafting and lettering
4. ability to attend to many details
5. ability to work under constant pressure
6. ability to get along with people